

**HISTORICALLY BLACK COLLEGES AND UNIVERSITIES PROGRAM
PHASE I DATA FORMULA GRANT WORKSHEET 1999**

DATA REQUIRED OF GRANTEE BY YEAR	YEAR OF GRADUATION FROM UNDERGRADUATE SCHOOL	TOTAL NUMBER OF GRADUATES IN THE UNDERGRADUATE CLASS	STUDENTS NOW ATTENDING GRADUATE SCHOOL
YEAR 1	(A) 1994	(B)	(C)
YEAR 2	1995		
YEAR 3	1996		
YEAR 4	1997		
YEAR 5	1998		
TOTAL			

1. ENTER THE TOTAL FOR COLUMN B IN ITEM 4 BELOW.
2. ENTER THE TOTAL FOR COLUMN C IN ITEM 3 BELOW.
3. PLEASE REVIEW SECTION 608.31 OF THE HBCU REGULATIONS FOR INFORMATION REQUIRED IN COLUMNS B AND C.

FORMULA GRANT DATA

NAME OF INSTITUTION: _____
PO31B _____

In order for the Department to determine the level of funding for an institution, the information below is required. Refer to Section 608.31 of the program regulations for additional information.

1. Number of Pell Grant recipients attending the applicant institution at the end of the school year immediately preceding the beginning of the fiscal year in which the applicant applies for a grant. (September 1997 - August 1998) _____ (1)
2. Number of graduates attending the applicant institution at the end of the school year immediately preceding the beginning of the fiscal year in which the applicant applies for a grant. Enter the amount from Year 5, Column B. (1997-98) _____ (2)
3. Total from Column C. (Total for 1994 - 1998) _____ (3)
4. Enter the total from Column B, Years 1 - 5. (1994 - 1998) _____ (4)

PLEASE USE THE MATRIX ABOVE TO CALCULATE THE TOTALS FOR ITEMS 3 AND 4.

As a checkpoint, the total in item 4 should be larger than the total in item 3; see Section 608.31(b)(1).

I attest to the accuracy of the data provided.

President's Signature

Date

February 3, 1999

Dear Colleague:

*The Institutional Development and Undergraduate Education Service invites you to submit your institution's formula grant data under the Historically Black Colleges and Universities (HBCU) Program (34 CFR 608). This package contains the Phase I data collection form and instructions. **The deadline for submission of the Phase I data is March 10, 1999.** Note that the Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements forms are **NOT REQUIRED** for the FY 1999 Phase I data submission.*

In the Department's attempt to ensure equity and consistency in the HBCU's institutional data that you are required to submit under the Strengthening HBCU Program. Therefore, it is of utmost importance that this data is verifiable. The Phase I data submitted must cover academic years 1994-1998 for the total number of graduates in the undergraduate class. The data must also include students that received a baccalaureate degree during the 1994-1998 academic years and are now enrolled and attending graduate school.

*The receipt of your institution's data by the deadline date is critical because each award is determined based on the information provided by all participating institutions. That is, no single award can be calculated until all institutions have responded. We trust that you will understand the importance of meeting the **March 10, 1999** due date. The application information required for **Phase I** must be mailed to the following address:*

*Kenneth R. Waters, Team Leader
U. S. Department of Education
Institutional Development and
Undergraduate Education Service
400 Maryland Avenue, S. W.
(Portals Building, Suite CY 80)
Washington D. C. 20202-5335*

If you need further information or assistance after reviewing the Phase I data form and instructions, please contact Kenneth Waters at (202) 708-9926.

Sincerely,

*Carl S. Person, Ed.D.
Director
Institutional Development and
Undergraduate Education Service*